

**MINUTES OF A WORK SESSION OF THE BOARD OF APPEALS
December 13, 2012**

Chairperson Harvey Kaye called the meeting to order at 7:34 p.m. Board Members present: Vice Chair Victor Macdonald, Board Members Carol Rieg, Robert Chiswell and Aaron Kotok. Staff present: Caroline Seiden, Planner, Trudy Schwarz, Community Planning Director, Kirk Eby, GIS Planner and William Chen, Attorney to the Board of Appeals.

I. WORK SESSION DISCUSSION TOPIC

Amendments to Zoning Ordinance and Board of Appeals Rules of Procedure

Staff reviewed proposed changes that had been made to the Rules of Procedure, based on input from the Board at the November worksession. The Board discussed the updated draft, made additional changes and directed staff to move the

Next, the Board reviewed draft Zoning Text Amendments. Mr. Chen provided the Board and staff with State law for variances and advised that the City's requirements for variance requests should reflect the State language. He also provided guidance on what the Board should define as the decision date for resolutions. The Board agreed that the decision date should be the date a resolution is signed, rather than the date it is either mailed or received, since it would be more difficult to document those dates.

Staff stated that it will revise the Rules and the Text Amendments to incorporate the suggested changes and that another worksession would be scheduled for January 10, 2012.

II. ADJOURNMENT

There being no more business before this worksession of the Board of Appeals, the meeting was adjourned at 10:02 p.m.